CRIS User Application Procedure

A. Non-prescribers must submit a CRIS Access Request form

- Open a Web browser and navigate to
  http://cris.cc.nih.gov/public/cristraining/CRISAccessForm.html
- Complete the form online and then print it, obtain signatures, and deliver the form according to the included instructions.
- NOTE: To ensure that your CRIS account will be ready at the completion of your CRIS training, please submit your signed CRIS Access Request form at least five business days before that time.

B. All must schedule and complete CRIS training

- Call the CRIS Training Hotline at 301-435-5077 to schedule CRIS training.
- Upon completion of your CRIS training session(s), sign and save your CRIS training certificate(s).

C. All must sign Confidentiality Agreement and Password Reset Secrets form

- Upon completion of your CRIS training session(s), ask your CRIS instructor or a member of the CRIS Support Center staff for a CC Confidentiality Agreement and CRIS Password Reset Secrets form.
- Sign your CC Confidentiality Agreement.
- Complete and sign your CRIS Password Reset Secrets form.

D. All must personally take documents and NIH ID badge to CRIS Support Center

- Take your required documents (CRIS training certificate(s), CC Confidentiality Agreement, and CRIS Password Reset Secrets form) and your NIH ID badge to the CRIS Support Center in the DCRI office suite on the first floor of the Clinical Center (under the CRIS training room).

E. All must personally pick up their CRIS username and password

- Tell the CRIS Support Center staff that you'd like to pick up your CRIS username and password.
- Show your NIH ID badge and training certificate(s) to the CRIS Support Center staff. (Note: You should keep your training certificate(s) available for JCAHO inspections.)
- Deliver your signed Confidentiality Agreement and Password Reset Secrets form to the CRIS Support Center staff.
- Receive and safeguard your CRIS username and password.